

.

Minimum Qualification Specifications
for the Class:

TAX ASSESSOR I (Office Audit)

Prerequisite Knowledge and Abilities Required:

Knowledge of: State and/or federal tax laws, rules and regulations; report writing; public relations; and principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate tax returns examining operations; recommend changes in policies and procedures; interpret and apply tax laws, rules and regulations; analyze and evaluate facts, and make decisions on complex and/or controversial matters related to tax liabilities; advise and guide subordinates on technical tax assessment matters; speak before individuals and groups; prepare reports and correspondence; deal effectively with tax preparers, other professionals, and the public; and supervise the work of others.

Basic Education Requirement:

Bachelor's degree from an accredited four (4) year college or university. Excess work experience as described below or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis for the required education. To be acceptable, the experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

The education or experience must have demonstrated the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Three (3) years of progressively responsible professional work experience which required the interpretation and application of State and/or federal tax laws, rules and regulations and the analysis of pertinent information in determining tax liabilities, e.g., tax returns of individuals and small businesses. Such work may have been gained through work experience in a governmental or private organization.

Supervisory Experience: Two (2) years of experience which involved supervising others and included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience:

1. Experience in a tax program limited to clerical processing of tax information, documents, and application of tax laws, rules and regulations will not be accepted as qualifying.
2. Experience as a periodic or part-time employee which involved primarily the preparation of individual income tax returns in a routine pre-determined format will not be accepted as qualifying.

Substitutions Allowed:

1. Satisfactory completion of academic requirements for a master's degree in accounting from an accredited college or university with emphasis in tax (at least one course in Tax Research, and one course in Tax of Business Entities; and elective courses such as Taxation of Partners/Partnerships, Advanced Corporate Tax, and Estate and Gift Tax) may be

substituted for one (1) year of the required Specialized Experience.

2. Possession of a law degree from a School of Law, accredited by a nationally recognized specialized accrediting body (or a law degree that is deemed comparable by a nationally recognized specialized accrediting body), which included course work in tax laws may be substituted for one (1) year of the required Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

- - - - -

This is the first minimum qualification specification for the new class TAX ASSESSOR I (Office Audit).

DATE APPROVED: _____

JAMES H. TAKUSHI
Director of Human Resources Development